

ADMINISTRATIVE - INTERNAL USE ONLY

*Meeting (3)*

DCI/IC-75-2967  
12 September 1975

MEMORANDUM FOR: PD/Plans  
ICS Staff and Division Chiefs

SUBJECT : ICS Priorities

1. In preparation for the planned ICS conference ☐ each addressee is requested to develop a statement of relative work and project priorities within his staff element and the related man-hour applications to these priority tasks. A format for this statement is attached.

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2. This action is closely related to the data you provided in the ICS management data sheets prepared early this year, and much of the man-hour data developed as part of that exercise should be useful in the present project.

3. We will use your statements as the basis for discussions ☐ Give us your statements now on the basis of how you see your component. We will circulate all of them before the conference. When we meet, we will want to encourage discussions which size our tasks and priorities as an integrated staff rather than as a series of individual components.

4. Instructions for the development of the statement each of you is to prepare are as follows:

a. Tasks and action responsibilities are to be divided into four groupings:

(1) Group 1: Continuing tasks which must be accomplished on a periodic preplanned basis.

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(a) Some of these are steady-state functions in which something is under way during much of the year (as in the case of NFIPR work) and others are focused in a particular time period (as preparation of the annual DCI report to the President, preparation for EXCOM meetings, support for the DCI in PFIAB appearances, etc.).

(b) Overall these are tasks which support the DCI in his Community leadership role.

(2) Group 2: Tasks which the DCI directs ICS to accomplish on a high priority basis, and on which, therefore, ICS has no control over the priority to be accorded preparation of the response.

(a) In general, these will be tasks which support the DCI in his Community role.

(b) Examples are the ICS involvement in the [ ] project, the handling of Community responses to the Senate and House Select Committees on Intelligence, responses to NSC requests, and participation in joint task group efforts such as the national/tactical intelligence interface project.

(3) Group 3: Tasks which the DCI assigns to the D/DCI/IC on a "See what you can do about this" or "Any action?" basis.

(4) Group 4: Initiative actions undertaken within ICS either by direction of the D/DCI/IC or the individual office chiefs.

[ ]

5. Activities reported under Group 1 and Group 2 should be listed in order of the total number of man-hours which each involves, with the project taking the most man-hours being listed first.

6. Activities reported under Groups 3 and 4 should be listed in the order of priority which the office chief accords to the effort involved.

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7. It is considered that ICS activities within each of the four groups fall within several identifiable categories. It is requested, therefore, that the projects lists for each staff element be identified with one of the following categories:

a. Direct DCI Support--which includes support required for USIB, IRAC, IR&DC, EXCOMs which are not considered properly falling within one of the other categories, e.g., much of the IRAC support more properly should be categorized as "Program/Resource Management."

b. Planning/Futures--which includes the total planning process

c. Program/Resource Management

d. Performance Evaluation

e. Community Coordination

f. Requirements--which includes both development and review

g. Warning/Crisis Management

h. National/Tactical Interface

i. HUMINT Improvement

j. Other

8. The manpower application figures are to represent estimates applicable to the entire FY-1976, so it is recognized they will be no more than "ballpark" figures. As in the previous managerial data exercise, only professional time need be accounted for. In order to consolidate the data and to achieve commonality, we will need to know the number of professionals included in your manpower estimates as well as the total time being accounted for. This will include an estimate of the time devoted to overall staff management and administration as we defined it in our last man-hour accounting exercise.

9. We do not want to imply that the tasks in Group 3 or Group 4 are somehow unworthy ones or that they may not from time-to-time outrank in importance some activities in Groups 1 and 2. We will be particularly interested in your nominations of initiatives within Group 4 you think we should be doing, but have not thus far been able to accommodate.

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10. In sum, we are gathering up some facts and providing you with this guidance not to make rigid our approach to priorities at Warrenton, but to permit our discussions to be full, frank, and pointed.

11. Please submit your work sheets to  by  
COB, Thursday, 18 September.

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Samuel V. Wilson  
Lieutenant General, USA  
Deputy to the DCI for the  
Intelligence Community

Attachment:  
as stated

DISTRIBUTION:

- 1 - D/DCI/IC
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TASK ACTIVITIES OF THE ICS FOR FY-1976 BY PRIORITY  
AND ESTIMATED MANPOWER APPLICATION

STAFF ELEMENT \_\_\_\_\_

	<u>CATEGORY*</u>	<u>PROJECT DESCRIPTION</u>	<u>EST. MANHOURS*</u>
Group 1			Sub-total _____
Group 2			Staff Mgmt. & Admin
Group 3			Sub-total _____
Group 4			TOTAL _____

\*Insert appropriate numeral:

1. Direct DCI Support
2. Planning/Futures
3. Program/Resource Management
4. Performance Evaluation
5. Community Coordination
6. Requirements
7. Warning/Crisis Management
8. National/Tactical Interface
9. HUMINT Improvement
10. Other

\*Behind each man-hour figure put in parenthesis the number of professionals included in the total. List separately the names of the professionals included.